



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.1.3	Subject: MSP LOGS AND RECORD KEEPING SYSTEMS		
Reference: DOC Policy No. 3.1.3		Page 1 of 3	
Effective Date: August 1, 2000	Revision: (new effective date)	May 13, 2009	
Signature / Title: /s/ Mike Mahoney / Warden			

I. PURPOSE

To establish and maintain official written records of all daily activities and important operational events in inmate housing units, designated security stations, and work areas in the form of log books, into which staff make written entries.

II. DEFINITIONS

Logbook – the official records of daily activities in an assigned area.

Official Visitor(s) - a visitor acting in an official capacity such as law enforcement, correctional staff from other agencies, judges, state and local prosecutors, legislators, and others on official state business.

III. PROCEDURES

A. General Provisions

1. The Security Major is responsible for maintaining a system to issue new logbooks and properly store completed logbooks.
2. Logbooks will be kept in a uniform and acceptable manner.
3. Command Post staff will order, store, and issue all new logbooks.
4. Staff will forward completed logbooks to the Command Post.
5. The Property Officer will catalogue and store completed log books chronologically by month and year. They will be stored for at least three years after which they will be disposed of.

B. Instructions

The following instructions apply to all shifts and all security officers and staff required to keep an official logbook of daily activities.

1. When a new logbook is started the assigned staff person is responsible for clearly marking the cover of the logbook in the manner shown here:

<unit/post/work area name>

SECURITY OFFICE LOG

STARTED:	<u> <month> </u>	<u> <day> </u>	<u> <year> </u>
ENDED:	<u> <month> </u>	<u> <day> </u>	<u> <year> </u>

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2. At the start of each shift, the staff member assigned to maintain the logbook will begin the log on the top line of a new page. The first entry will read:
 “Relieved_____ Shift, Unit Supervisor (i.e., Sergeant, Case Manager, or Unit Manager)_____, CO’s_____, _____ on duty.” **(do not use nicknames).**
3. Prior to departing the unit at the end of the shift, the Unit Manager, Correctional Supervisor or work area supervisor will check the logbook and ensure:
 - a. all pertinent information is properly recorded;
 - b. all entries are legible and complete; and
 - c. no inappropriate language or extraneous remarks are included.
4. The only authorized method of correcting an error or inappropriate entry, is to draw a single line through the incorrect entry, initial the correction, and continue with the correct entry. **Do not use whiteout or try to obliterate the entry.**
5. After making sure the log is in compliance with current policy, the staff checking the book will sign their name below the last entry across the bottom of the page.

C. Minimum Required Entries

1. Date (month/day/year) and time (24 hour clock) of each entry.
2. Names of all officers or staff assigned to the unit, work area, or security post.
3. Record of every shift change or relief or assumption of duty.
4. Inmate counts.
5. All scheduled events and inmate movement activity, including but not limited to:
 - a. showers
 - b. shakedown
 - c. inspections
 - d. yard
 - e. gym
 - f. library
 - g. chow
 - h. hobby
 - i. visiting
6. Any unusual or unscheduled event that occurs in the unit, work area, or security post.
7. Anything not covered that is pertinent to the unit, work area, or security post such as fire drills and security, safety, and sanitation inspections.
8. As all staff need to be looking out for each others whereabouts, the person assigned to maintain the logbook will log all staff “in” and “out” whenever they enter or exit the unit, work area, or security post for any reason.
9. All entries will be made in black or red ink as follows:
 - Black will be used for all normal activities.
 - Red will be used for all counts, inmate housing unit changes, emergencies, or other unusual pertinent security events.

D. Additional Requirements/Provisions

1. The appropriate supervisor is responsible to ensure a bound ledger type book is present in all housing units, work areas, and security posts (i.e., housing units, Maintenance,

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Warehouse, Food Service, etc.) to be used as an official visitor logbook. Purchase of these books will be that of the respective responsibility center (RC).

- a. This separate Official Visitor Logbook will be used to record all official visitors' entries and exits, to include activities of the official visitors while in that unit (i.e., eight legislators toured Furniture Shop from 0800 – 1300 hrs.).
 - b. The respective unit, work area, or security post supervisor will store these Official Visitor Logbooks in a secure area for ready reference if questions arise. After a period of one year, these logbooks will be transferred to the Property Office for an additional two years of storage. If a major incident occurred during this log period, it will be stored until all need of evidence has expired.
2. All logbooks will be monitored by the appropriate unit, work area, and security post chain of command to ensure that all logbooks meet the minimum standards required in this procedure.

IV. CLOSING

Questions concerning this procedure will be directed to the immediate supervisor.

V. ATTACHMENTS

None